Faculty Assembly Executive Council (EC) Meeting Minutes
April 22, 2019 (12:30 p.m. – 1:20 p.m.)
GWP 320 – Dawn Lucien Board Room

Present: D.C. Grant, Katie Haerling, Lauren Montgomery, Etga Ugur, Justin Wadland, Ka Yee Yeung-Rhee, Eugene Sivadas, Menaka Abraham, Leighann Chaffee, Mark Pendras, Jill Purdy, Kathy Beaudoin **Attending Remotely**: Rupinder Jindal, Arindam Tripathy, Jenny Sheng, Michelle Garner **Excused**: Charles Costarella, Loly Alcaide Ramirez, Sarah Hampson, Marian Harris, Nicole Blair **Guests**: Joe Lawless, LeAnne Laux-Bachand

1) **Consent Agenda, Recording Permission, & Approval of Minutes**
- Recording permission for the minutes was given.
- The agenda for April 22, 2019 was approved.
  - *11 yes, 0 abstention, 0 no*
- The meeting minutes from 4/12/19 were approved with the following changes: Mark one EC member as "excused" who was not listed in the attendance log.
  - *12 yes, 2 abstention, 0 no*

2) **Announcements**
- Student Success Lightning talks "In the Classroom". 3:30 p.m.-5 p.m. April 25, 2019. GWP 320
- Nominations (self or other) for Research Advisory Committee are due by 5:00 p.m. on April 26, 2019
- Faculty listening session with Chancellor Pagano: Friday, May 10, 2019 from **12:00 p.m. - 1:30 p.m**. WCG 322
- Spring quarter Faculty Assembly meeting: Friday, May 24, 2019 from 1:00 p.m. - 3:00 p.m. William Philip Hall.
- Updated APT Guideline document (with track changes on) in Google folder. Please solicit feedback from faculty before the May 6, 2019 EC meeting.
- Cross-campus transportation survey is now available. See 'uwtline' announcement.

3) **EVCAA Report**
- Global Innovation and Design Lab – The Global Innovation and Design Lab was launched on April 17, 2019. The lab is located on the ground floor of the TPS building and will be run by the Institute for Global Engagement.
- Carnegie Application – UW Tacoma's Carnegie Application has officially been submitted. The EVCAA expects we will not hear results on this application for up to six months.

4) **Task Force on Tri-Campus Relationship**
- Following up from the previous EC meeting on April 12, 2019, the Faculty Assembly Chair, Past Chair, and the EVCAA shared updates on their efforts to create a Task Force on the tri-campus relationship. Updates were as follows:

- o The Faculty Assembly Vice Chair has checked with the Secretary of the Faculty and there are no guidelines in the Faculty Code for the creation of this Task Force. The Faculty Assembly Chair has also been in contact with the Chair of the General Faculty Organization at UW Bothell who is interested in coordinating with this proposed Task Force.
  - o UW Tacoma's EVCAA envisions this Task Force as a multi-year working group which will address issues related to the Faculty Code, as well as other administrative issues and challenges. The EVCAA recommends faculty, administration, and staff work on this Task Force and use the UW Faculty Council on Tri-Campus Policy (FCTCP) to communicate updates from the Task Force.
  - o To start the creation of this Task Force, the Faculty Assembly Chair, Vice Chair, and Past Chair will create a proposal which will guide the formation of a small steering committee. This steering committee will find candidates for the Task Force. It is currently proposed that two administrative leaders and two faculty members be part of this steering committee. The Faculty Assembly Chair, Vice Chair, and Past Chair will come up with a rubric of selection criteria of the steering committee and present this as the May 6, 2019 EC meeting. After the criteria within the rubric are approved, a nomination process of faculty to serve on the steering committee will take place. The Chancellor's office will then use the EC approved rubric to select two faculty members to begin the steering committee.
- Discussion: One committee member expressed interest in getting larger faculty input on the steering committee rubric before it is voted on at EC. The Faculty Assembly Chair agreed to this, making the decision to postpone voting on the steering committee rubric until the June 3, 2019 EC meeting. This will allow committee members to finalize the rubric at the May 6, 2019 EC meeting before sending out the document to the 'uwtfac' listserv for input.
- Due to the need to discuss the Task Force more in-depth and vote on the rubric, the Faculty Assembly Chair proposed extending the June 3, 2019 EC meeting by one hour. In response to this, 11 EC members indicated they were available and 2 indicated they were unsure.

5)   Unlocking UW Tacoma Scholarly Work
- The Library's Associate Director and Head of the Digital Scholarship Program presented on a pilot project for spring quarter 2019 titled "Unlocking UW Tacoma Scholarly Work". This project will expand the number of open access scholarly works that UW Tacoma faculty currently share through UW Tacoma Digital Commons and other open access repository platforms. The project is funded by UW Tacoma's Strategic Initiative Fund and will officially launch during fall quarter 2019.
- EC members were invited to sign-up for the pilot program. The sign-up sheet will also be dispersed at the May 6, 2019 EC meeting for committee members who were not in attendance or joining remotely.

6)   Peer Institutions and Selection Methodology
- The Assistant Chancellor for Strategy & Assessment presented on the development of a methodology for selection of UW Tacoma's Peer Institutions. These Peer Institutions are

being selected for the purposes of benchmarking. This effort was done through the Data Fellows group using The Integrated Postsecondary Education Data System (IPEDS).

- Using IPEDS, the Data Fellows group selected 19 unique criteria (e.g. Carnegie crossover categories, average amount of aid awarded to undergraduates, student to faculty ratio, etc.) for which to find UW Tacoma's Peer Institutions. After selecting these 19 criteria, IPEDS yielded a list of universities that were most similar to UW Tacoma. The Data Fellows selected to use the top 16 universities from this list as Peer Institutions. For reference, the top five universities on this list were UW Bothell, Worcester State University, Winthrop University, University of Southern Maine, and University of Michigan-Flint.
- The Assistant Chancellor for Strategy & Assessment then presented data on how UW Tacoma compares to these 16 universities on matters of graduation and transfer out rates, retention rates, demographics, and full-time equivalent staff.
- Moving forward, this data and the methodology for which the Peer Institutions were selected will be published on UW Tacoma's Institutional Research website. The website will also include a timeline for renewing the list of Peer Institutions and the option to provide feedback for the next time this process is undertaken.

7) <u>Key Topics</u>
- Peer Institutions and Selection Methodology – Presentation by the Assistant Chancellor for Strategy & Assessment
- Update on Tri-Campus Relationship Task Force
- Sign-up for Open Access spring quarter pilot program with the Library
- Student Success Lightning talks "In the Classroom". 3:30pm-5pm April 25, 2019. GWP 320
- Nominations (self or other) for Research Advisory Committee are due by 5:00 p.m. on April 26, 2019
- Faculty listening session with Chancellor Pagano: Friday, May 10, 2019. Time changed: Now from 12:00-1:30 p.m. WCG 322
- Spring quarter Faculty Assembly meeting: Friday, May 24, 2019 from 1:00-3:00 p.m. William Philip Hall.
- Participate in the cross-campus transportation survey
- Promotion and tenure guidelines updated from the Appointment, Promotion, & Tenure committee. EC members should solicit feedback from faculty before May 6.

8) <u>Adjournment</u>
- The meeting adjourned at 1:22 p.m.
- The next meeting of Executive Council will be May 6, 2019 from 12:30-1:20 p.m. in GWP 320.